

Jenny: So Karen Warner and Barbara will sorta field these questions. We're gonna try to stick to budgetary questions right now before we move on to the actual forms. And again, please raise your yellow cards if you continue to have questions and, project officers will get 'em.

Male: Maybe I should move here. I can hardly hear you.

Jenny: I can't hear you when I'm sittin' here either. It goes out.

Male: But I'm movin' now, so it should be good.

Jenny: Alright, did everybody hear what I just said?

Jack *Argh!*

Jenny: Jack. Anyway, if you have yellow cards, please hold them up. Barbara and Karen Warner are going to start fielding some questions that we've already received related to budget, so we're gonna move through some of those and hopefully we'll get to yours, okay. And then we'll get back together and go over the forms.

Karen Warner: Good afternoon.

Jack: Good afternoon!

Karen Warner: Thank you, Jack.

Jack: Come on! Tough crowd. Come on, say hi everybody!

Audience: *Hi!*

Karen Warner: Hello. The first question I have here, "Can the program director and project coordinator be the same person?" Yes, they can. Okay -

Jenny: Speak into the microphone. They couldn't hear me, so -

Karen Warner: Okay, sorry. You're required - when you have an individual basically wearing two hats, if you will, it's required that you identify their level of effort in both of those positions. So if a portion of the time, half of the time they are the project director and the other half they are the project coordinator, as long as they don't exceed 100 percent, so it could be 50 and 50, and that's fine. That's 100 percent of their time on the project, but it's 50 percent as the project coordinator and 50 percent as the project director. So, yes, one person can hold two hats there.

The question, "Can we get the attachments as a Word file so that we don't have to recreate them?" Unfortunately, the answer to that is no. The Adobe PDF file doesn't convert properly, so -

Shannon: The Word file is on the DFC Website, I've said that twice today.

Karen Warner: Okay, okay. Moving on, in ref -

Jenny: Clarify. Clarify that.

Karen Warner: I'm sorry, Jenny?

Jenny: Clarify that one.

Karen Warner: Okay, I think Shannon did speak to that in saying that you have to go to the ONDCP Website -

Jenny: RFA's in Word there.

Karen Warner: - and the RFA is in Word on the ONDCP Website. On Page 35, the question was, "Recruitment for 4.1, are we supposed to put here 'nothing required'?" Basically, you just leave that blank. I don't know who had that question, but you would leave that area blank.

"If the project coordinator and the program director are contractors/consultants and not applying agency employees, are they listed in personnel or contract?" They are listed under contractual. They should be listed under contractual. Mm-hmm, yeah.

Barbara: Let me say one thing on - adding with Karen here. Because we have asked for you to put that person so that we can identify that this is the person working on that day-to-day operation, under where it says "Personnel," put that program director and just say "see contracted position," okay? And then that lets us when we're reviewing them to know and the reviewers to say, "Oh, yeah, they do have someone, but for the reasons you need, you need to contract with 'em." And then given that contract justification, why they're a contractor and not a personnel, okay? But that then lets us know that you're looking at the same thing that we're lookin' for, okay? Does that make sense?

Karen Warner: Yeah. Oaky, the question, "Can we carry over funds not spent?" The answer to that is yes; however, it's a question that's coming up well before we really need to address it. So my recommendation -

[Laughter]

My recommendation would be -

[Laughter]

Karen Warner: My recommendation would be to definitely talk to your grants management specialist, and your government project officer will be more than willing to help address and have you submit the information in the timely fashion in which you need to. So please follow through at a later date in requesting that.

"Can we include the CADCA of midyear institute and youth expenses such as airfare, hotel and *per diem*?" The answer is yes, you may.

"Do you have to go through a bid proposal process for services, printing, media, for DFC grants?" My response to that would be - my recommendation would be yes. You should at least have three bids, and that's just to make certain that as far as it being charged to the grant, in all fairness, you're getting the information that you need at the rates and costs that is feasible to be charged in reference to whatever the printing or media situation, whatever the need is there. So I would say at least three bids you really should be going in for.

"Does DFC pay for your surveys, cost of survey analysis to collect youth data?" Yes, it does.

There was a question about point out different zip codes for shipping if not using postal service. For overnight deliveries, it would be - the zip code would be 20850. It still would be One Choke Cherry, the address would be the same with the exception of the zip code. For overnight, the zip code would be 20850.

Female: Can you say that again?

Kim Warner: For overnight mail, for overnight delivery, the zip code would be 20850. On page - it's on Page 61, okay.

Barbara: Okay. We got - I'm sitting - I feel like I'm so short. I'm standing here trying to put some of these into lump sum and to kinda lump 'em together and do that. Let me go back over this program director. Again, I know Karen had some of this, and we talked with a contract. And there's a piece on Page 44 in the RFA that talks about key personnel. You must have someone that you have identified and it can be a volunteer. That person can be a volunteer, they can be paid with the federal dollars, they can be set up in that contract - like I said, some way letting us know that this person is the one who's going to have the day-to-day program oversight, and that's what we need to do.

When we list the key personnel and then the other key personnel was the - is it project coordinator, it says, is that the term? Am I using the right words on this one? *(Chuckle)*

Kim Warner: Project Coordinator.

Barbara: The project coordinator. If you do not have - that project coordinator and your program coordinator and your -

Kim Warner: Project director.

Barbara: *(Chuckle)* - project director may be the same person.

Kim Warner: You said - thanks, Barbara.

Barbara: That's what - I thought I had it right, okay. Okay, your program director - see, the definitions have program director/project director - and your project coordinator could

possibly be the same person. All we're saying in that Page 44 is that if you have the 2 of them, they're both going to be considered key personnel, and we need to have certain documents for them. You don't have to have - you have to have the one, you don't have to have the other in setting that up, okay.

Female: Who does the work?

Barbara: The person that does the day-to-day work we're going to call the program director. You must all have some program director. There's gotta be someone who's coordinating and overseeing that day-to-day work.

Female: Can it be matched?

Barbara: It can be match. It can be done with a volunteer and listed as match. But somewhere in this application, we need to see that particular word in doing that. And that's why - we normally look for it under personnel and that's why I'm saying if it is a contracted position, if you would mark that on that personnel section so that we would know where to go look for it, okay? So we're gonna get all that - it's a little confusing with it, but we're really trying to streamline these and get this set up so we can identify who this person is that's gonna set that up.

One of the other questions we have - you may pay youth stipends. When I was talking about the alcohol thing earlier about allowable cost, you may pay youth stipends for it. And I am still from West Virginia, and what we do is the kids have to go in and they have to purchase before our merchant is marked. And so you can't use the money to give them to go in and buy the alcohol with, that's what you can't do. But you can pay them a stipend to do any particular buys that you want. It must be reasonable and of market value for what you have in your community in doin' those.

We had several questions that came around, "How do you know if it's a reasonable *per diem*?" How come - in ours, we have the laptop computer listed under supplies and not in equipment. "How come," you know, "How do I determine gas mileage?" "Do I have to pay personnel" - or I mean, I'm sorry, not personnel - "Do I have to pay fringe benefits?" "Do I have to pay health insurance?" No, you do not. You will follow the accounting and personnel policies for the agency that is applying for this grant. We used laptop under personnel because that's where we would put it being the federal government, that's where it's going with us. You may list it under equipment because your accounting policy does that. So for all those questions regarding that kind of thing, you're gonna use your policies, okay?

What else did I have here? Oh, "What is the value of incline time for adults and youth?" Incline time is - volunteer time is determined this way. The service that's being provided to you, if you don't have that in your agency, what your agency would pay someone to provide that service. So what you would pay for whatever services being provided for that is what you count. On your coalition, the people that are coming, if they're coming as part of their job, you count what their salary is, and you can include their fringe rate on it. And they'll give you an idea. You must track all your match and keep track of that. And you're gonna need to keep track of that because this is part of the budget and you are

going to be held accountable for that if you are audited, they will take a look at it. And if you cannot demonstrate that you made the match in a year, you will have to give back those federal dollars that you did not match. So it's very important that you come up with a system. We don't have a system per se 'cause that's up to you to decide how you're going to do it and set it up, but you do need to keep track of those. So it's a real important piece to keep track of in setting it up.

Unfortunately, student usually is a little bit lower rate than the others. And the example that I use in demonstrating how this works on this service is a doctor. If one of your strategies or one of your events is a youth summer camp for at risk kids and you have a physician that says, "I will give physicals *pro bono*," you may count whatever he or she would charge for a physical as match. However, if that same physician says, "You know what? I wanna go down as a camp counselor," they're not there in a physician role there, they're there as a camp counselor, you can only count it at the rate that that camp counselor would be paid. Okay, are we ready?

Jenny: Barbara, you got 20 minutes to finish the entire session.

Barbara: I got. Kim - oh. Oh, okay. Food, you cannot charge for food. You cannot pay for food. For meetings, your coalition meetings, you can't get lunches in that way. If you wanna use food as an incentive for small things such as the youth and things, we recognize that, but it would be an incentive; it must be very reasonable. And we look at about 2.50 a person. So if you're going to do something that way, break it down with it.

And now, I think we'll go to Fabulous Federal Forms.

Female: Yeah.

Barbara: Okay, now, I'm gonna try this again. I'm gonna try this again. It's not workin' is it? There it is, okay. Wait, wait, wait. Someone asked me cuz it was - when I would turn, it went out, so we'll do that. If you will take out the 5161-1, this is the official page. We're going to go over the Fabulous Federal Forms and take care of that. This is - we're going to start at the cover, okay. We're just gonna start at the cover of this one. This is what it looks like. In this book there are a lot of instructions. What we're going to just quickly go over now is - we aren't gonna fill out all these forms for you, we're going to go over the key points on these forms in some of the areas that stop.

Female: (*Whispering*) Get a copy.

Barbara: So, yeah. You can get a copy of this at the SAMHSA Website under applying for the federal grants, and you can get a copy of this particular thing. It is a PDF file, I believe, so you will have to download it that way. Contains information that you need to fill out and to submit to us and go through it. Go ahead.

It contains - these are the forms that are in it, and we've just provided this list here. I'm gonna go over these forms for the most part, so I'm just - this is a list for you to take back and remember what you do and do not need to send in with it. This is the next two slides. Go ahead, Natalie, go to the next one.

And we're gonna start with this one. This is the - it's been referred to as the face page, yeah. And they aren't page numbered, so I can't tell you to go to a certain page. This is the SF-424, Standard Form 424. This is what's known as your face page. This is the piece that you need to put in here. If you are - Number 1 in this one, the type of applicant, is new. You're gonna check new on this one. You're going to check new. I'm lookin' here so I make sure I get the numbers right on 'em. The type of application is new, that's Number 2. Ah, the date of submission, the type of submission, Number 1 is application. Number 2 is going to be new.

If you will look at 5b on this one, and you can write these notes in here, 5b. If you are applying for year six, we want you to put your SAMHSA number in there. If you've ever had a SAMHSA grant, please put the number in there doing that. If you had one of these grants with the Department of Justice, do not put the Department of Justice number in here for us; it gets real confusing when we have it that way.

The main one we have is Number 8. On it - I'm not going over each one of these boxes, I'm only pointing out those that we need to have that if something's wrong that's gonna make it - that holds this up, okay, we're gonna do it. Number 8 is gonna be the legal name; that is the name of the group that is applying for this grant. This is not your name, we don't make grants to individuals. It has to be the organization that is applying for this that will serve as the grantee on here in doing that.

Number 8, we need - in Number 8d, we need a street address not a PO Box on this one. Eight f (8f), we want the name that we can contact. Eight f (8f) should match the same name as that person that has that day-to-day responsibility for this program. Please do not put a grant writer's name in here. I would do - yeah?

Barbara: Yeah. Someone, where's - is there a pointer?

Jenny: I'll get it.

Barbara: Oh, here we go. Someone said there was a pointer and then I said I'd forget to use it - another technology wizard. This is where we're at here, down on this bottom one. Eight, 8f, that's gonna be that day-to-day person, please give us that. If you look at the next page, I think I would have - on 8, yeah. Let me, yeah, okay.

On the next page right here, remember, some of these things we have in here you do. One of the things you do have to remember, you do need a DUNS number. We cannot make an award without a DUNS number. On Line 10 -

Female: Can you explain what a DUNS number is?

Barbara: A DUNS number is a Dun and Cyber - a Dun and Cyber, (Chuckle) - a Dun & Bradstreet - Dunn & Cyber's a lawyer in town. Dun & Bradstreet number, it's just an - it's a federal, it's identification number that we're using for tracking. You go on line, you get - there's on the helpful Website, it tells you where to go get it. Go on there, you get it, it's a short order to get that and get it that way.

Look at Line 10 - Natalie, you wanna switch to the next one? I think I have all these on here.

Natalie: Line - it's on Line 10.

Barbara: Line 10, you're going to put the name of the federal agency, that is SAMHSA, HHS/SAMHSA.

Catalog a federal domestic number, that's on the slide after this one, and it's 90 - you wanna hit the next slide, I think it's on there.

Natalie: You're on the second page.

Barbara: Okay. Federal domestic number is on the front of the application. It is 93.276. The CFDI title is Drug Free Communities Program. The CFDA number is 93.276, it's on the cover page of the RFA. The funding opportunity number is SP09002. This funding opportunity number is SP09002, that's Number 12. The title for Number 12 is Drug Free Community Support Program. The rest of it that you can fill out that you have with 'em.

On the next page, Number 16, we need you to put in the congressional districts. We have applicant, that's the grantee, and then where your project, that may be different, so that's where your grantee is actually located and where your attachment area is looking. Your proposed project start date is 9/30/2009, end date 9/29/2010.

Now, we have estimated funding, federal. Remember those numbers we did in that budget? We wanna put that federal request number in here under federal; we want it all to match.

Then we get to applicant, this is what your donations that you as the applicant will be providing. If you have any state funding that you're using as your match should go in there. Any local funding that's used as match should go in there and other than you would have. If you anticipate program income and that's income that's earned because you have this grant, you can do that. If you anticipate to get a large foundation grant to use as match but you only get it if you have that, you may count that towards your match.

And then you look at Line 21 on here. This is the certification and things. These are saying, "Yes, you check that." And when you sign it, this is the authorizing person. This is the person in your agency who is authorized to accept the money; they are assuming the responsibility for this money. That's Line 21 at the bottom, that's who's gonna be signing this, that's what we need to have. They check and then they do the certifications. And there's the certifications and things in this packet that they're gonna sign and keep.

If you look at the 42 - if you look at the next form, go past the instructions, the written instructions and go to this form. This is the SF-424A, this is another budget form. We do have to have it. We ask for ask for a lot of budget forms that you have to have. The first part of it, you don't have to fill out. So look at Line 6. See those object class categories, personnel, fringe, travel, do they look familiar?

Audience: Yeah.

Barbara: Okay. In column one of that, this is where you're going to put your federal requested dollars, by your class category. In column two, you're going to put the match dollars in by cost category. These should match that budget summary which is gonna match the things. I can't tell you the number of times they don't, so please make sure it all matches in doin' that.

If you go to the next page on this one, on the top one, Nonfederal Resources, Section C, the grant program is DFC, and you're gonna put these in, the applicant, the state and other sources. We want this to match what's on that 424, that one we just did, first one, so you need to put those sources in there. We're not asking you to forecast any cash needs, so leave Section D blank. And of all the things on these forms that you do not wanna make a mistake on and that is Section E. This is where we take how much money that you wanna use in the future years. When you apply, you're applying for your one, and you can ask for up to five years of funding.

So where it says, "Grant Program, Section E, Line A," you're gonna put DFC. Where it says B first, that is the funding you are going to add, the federal funding you want to ask for for either year two or seven, depending on where you're, you know, which section you're lookin' for. And where it says second, that's for year three or eight. Where it says third, that's for year four or nine. And where it says fourth, that is for year five or ten. If you leave any of those blank, we will assume you want no funding for that. If you come in and say, "I only need \$50,000.00 for each of those years," that is what you will be awarded for those years; you may not ask for more money. This is what - we don't take it off of any years, this is where that's taken from. So please, please, please make sure this is filled out and that this has in the amount that you anticipate you're going to need. Don't be afraid of your match. You can ask for less, you cannot ask for more in your out years.

Okay, we'll skip these instructions. You can read them all, I'm just not gonna read 'em to you. We have assurances for non-constructions. When you signed on the Line 21 of the 424, that first piece, this is what you're signing that you agreed, these assurances. You should sign this and keep this in your records.

The next page where it says Budget Information Construction Programs disregard, we don't do those. Assurances for Construction Program, this is not - we don't have all of these on here, we just have the ones we're talkin' about, okay. I'm goin' through this page by page. "Assurances for Construction Programs" disregard, you do not have to have.

Certifications, which actually has a Page 17 on it, I know it's - just keep - Certifications, it's got Page 17 on it. Certifications on here, this is something again when you check off on 21 and sign, you're saying that you're getting these, sign this keeping your records. You don't send this in. If you use that one in Line 21, you do not need to send it in.

The Program Narrative, that's all that A through E section that you've talked about that we've gone over. This is where you would put your - don't use this Program Narrative use the RFA. So X this one out, use the RFA. On Page 23 of this, it says Budget

Narrative, X that out, use your sample budget, what we've gone over, what we've spent so much time talkin' about.

Then we get to the checklist. Now, I will tell you what has happened, if any of you have worked here, it's really hard to get the Office of Management and Budget to make a form change. So the 424, the first page you have here, the one that - 424 with the name of the agency and all that on it, that was changed but they didn't change the checklist. And so some of the things on the checklist, they go, "Look at your 424, the numbers don't match." Use your imagination and find where it goes, okay? I'm just letting you know that. It's because they changed one and didn't change the other, and it takes a long time to do it, and we can't legally change 'em, OMBs the one we have to go through, so we have to do that.

If you look at the type of application, if you are new, if you check new, if you are applying for year six, check non-competing continue - oh, I'm sorry - check competing continuation. This is on this checklist, Page 25.

Barbara:

On the face sheet it's different, they don't match, remember? They don't match on the face sheet. If you check the wrong one, it's no problem. We're not gonna kick you out if you check the wrong one. We're just letting you know which one we're lookin' for. We're going to go through here, this is a checklist to make sure you have all the right forms and stuff, just keep going through it.

You look at Number 4, it's HHS Form 690, we don't give you a copy of this; this can be found on our Website. It needs to be downloaded and sent to the Office of Civil Rights. That's why we don't - we get 'em back if we don't do 'em. You need to send 'em to the Office of Civil Rights. Just put the date that you sent it there and go. Number 5, Human Subject Certification, is not applicable to this one.

Section B, the Public Health Impact Statement, you are required to send that in. What you do is send a copy of the face page. The instructions are in the RFA, send a copy of the face page and the narrative telling what you're doing. It might be a page, you send that to the public health agency in your state. You can find out who to send that to by going to the SAMHSA Website and looking under "Apply for Grants," it'll do that.

Part C, we need to know who the business official is. This would be your CFO, your accountant, could be your treasurer, whoever it happens to be, with their name and title and address. And here we go to the program director, project director, principle investigator, that is going to be the person that is on Line 8 of the 424. We wanna make sure that these people all - you see, we're tryin' to get all of these things coordinated together and make sure they run. So on your checklist, Section C, that program director we want there. We do not need Social Security Numbers, do not send us Social Security Numbers; that has to do with some of the other agencies that use this.

In Section D, if you are a non-profit organization and you are applying for this grant, even if you have applied for a grant or have another grant from SAMHSA, please include one of these documents to show that you are a non-profit organization. If you do not have a 501(c)(3) status from the IRS yet but you are a non-profit incorporated agent

within your state, you may send us those that you're doing it. But local government is not considered non-profit, a local government does not need to send these in. But we do need a copy of this, and along with it, we'd ask if you could, please send us a copy of your IRS EIN information so that we can verify that that is the correct EIN number because that EIN number's how you're gonna get paid with 'em.

The last piece on the disclosure of lobbying activities, the last page, you cannot lobby with federal dollars. For most of you that will be not applicable. All we ask is that you put NA on it and send it back in with your application, that way then we know that it's been looked at and sent and done with that.

And we have covered Fabulous Federal Forms.

Jenny: Wow!

Jack: 3:00 on the button.

[Applause]

Barbara: Whip it. We got just one, one more, I think we have - I think everything else has been covered. We've got the application required components, we've gone through this. These are just the pieces, take it back, this is the order that we're lookin' for. Next one, Natalie. That's just the section. We go to Section L, you're gonna do that? No. I'm not going over all of these cuz Cynthia - a lot of the rest of these slides I want you to take back as reference. Cynthia covered a lot of the rest of these slides that we had in here around the eligibility and stuff, so these will be for your reference when you go back just to jog your memory with it, okay? I thank you all. Goodbye. Enjoy your trip home!

Jack: Let's hear it for Barbara! Whoo-hoo!

[Applause]

Alright guys, it is currently 3:00. And so if you're looking at *your agenda*, you know it's time for a 15-minute break. We're gonna come back in 15 minutes with Jane Callahan with the National Coalition Institute, and then we'll wrap up this afternoon with a final set of questions and answers. Guys, thanks. Get up, stretch, take a walk around, look outside.

[End of Audio]